

From: [Tschampa, Andrew](#)
To: [R5 WD EPA](#)
Subject: ACTION: Variable Height Desk & Headset Opportunity
Date: Thursday, November 05, 2015 11:46:00 AM

Water Division –

Consistent with the message from Tim Henry, you have the opportunity to express your interest in whether or not you would like a variable height desk, headset (wired or wireless), both, or neither. **This message is your opportunity.**

First, if you are interested in a variable height desk, I urge you to test the demo model in Workstation 15024 to confirm it will meet your needs.

Second, **you have seven (7) calendar days from today to submit your interest online.** Your submittal must be entered by **NOON, Nov 13.**

Third, to submit your interest online, **click the link at the end at the end of this paragraph, log in with your EPA email address, and follow the directions.** If you are requesting a headset, you will be asked if you prefer wired or wireless. However, based on availability, lottery winners may not get their top preference. If we do not receive a request from you, we will understand that means you are not interested in any of the items. We will contact all requestors in approximately 15 days to let them know of their results. **The online link to submit your interest and preference is:** <https://usepa.sharepoint.com/sites/R5/wd/WD-Desks-Headsets/>.

If you have any questions or problems accessing the site, immediately contact either Andrew Tschampa at 6-6136 or Janice Huang at 3-8228.

Background Information:

At the end of FY 2015, based on your input, Region 5 invested in several products designed to improve the usability of our workspaces. As mentioned in Bruce Sypniewski's and Tim Henry's emails, the Region will distribute variable height desks and headsets per the Memorandum of Agreement (MOA) between AFGE and R5

(http://www.r5intra.epa.gov/Div/RMD/HCB/L&ER/PDF/MOA_HeadSets.pdf). In Water Division, 11 variable height desks and 29 headsets will be distributed based on seniority interest as determined by an employee's service computation date. Then 8 variable height desks and 19 headsets will be distributed through a lottery. If you wish to see the standing desk, one is set up in workstation 15024. As instructed above, you have 7 calendar days from today to respond to this email in order to participate.

Andrew Tschampa | Section Chief | Water Quality Branch | 312-886-6136